



STATE OF CALIFORNIA

CALIFORNIA COUNTER DRUG PROCUREMENT PROGRAM**TRANSFER REQUEST**

OES-657T (REV 05/08)

OFFICE OF EMERGENCY SERVICES

SUBJECT: Request for Transfer of DEMIL/ Non-DEMIL Equipment

<div style="border: 1px solid black; padding: 2px;">1</div> Releasing Agency Name: _____ ATTN (POC): _____ E-mail: _____ Phone#: _____ Fax#: _____ Street Address: _____ City, State, Zip: _____ Signature: _____ Date: _____	<div style="border: 1px solid black; padding: 2px;">2</div> Receiving Agency Name: _____ AATTN (POC): _____ E-mail: _____ Phone#: _____ Fax#: _____ Street Address: _____ C/S/Z: _____ Signature: _____ Date: _____
<div style="border: 1px solid black; padding: 2px;">3</div> Property Approved by SC for Transfer: YES / NO State Coordinator: _____ SC: _____ Date: _____	<div style="border: 1px solid black; padding: 2px;">4</div> LESO USE ONLY Approved for Transfer: YES / NO Transfer entered in CMIS database: YES / NO LESO: _____ Date: _____

The State Coordinator/LESO must approve the Request for Transfer. Once the transfer is approved the LEA will follow federal/state rules related to equipment transfers. Documentation should include signatures from the releasing agency and the receiving agency. Additionally, the releasing agency should attach a copy of the original DD form 1348. Both agencies must be current participants of the 1033 program and will adhere to the terms & conditions of CA State Plan of Operation between their respective agency and OES. If you have any questions, please feel free to contact the State State Coordinator's Office at (916) 324-9171 or (916) 324-6724,

Note: The physical transfer of equipment will not occur until approval has been granted. Failure to comply with this condition may result in program suspension. (Please see Instruction below)

<div>5</div> Item Number	<div>6</div> Item Description	<div>7</div> NSN	<div>8</div> DTID	<div>9</div> Doc#	<div>10</div> Transfer qty.
1					
2					
3					
4					

The receiving agency must include an explanation of how this equipment will be utilized. Once the 1033/1208 property has been approved for transfer by the State Coordinator/LESO, the approved transfer request will be returned to the releasing agency. Upon actual transfer, the releasing agency and the receiving agency must sign the completed transfer request and send a copy to the State Coordinator's Office. Both the releasing agency and receiving agency must also maintain a record of the transfer, pursuant to LESO records retention policy.

<div style="border: 1px solid black; padding: 2px;">11</div> Equipment explanation _____ _____ _____	<div style="border: 1px solid black; padding: 2px;">12</div> <div style="border: 1px solid black; padding: 2px;">Releasing Agency Signature</div> <div style="border: 1px solid black; padding: 2px;">Date Released</div>	<div style="border: 1px solid black; padding: 2px;">13</div> <div style="border: 1px solid black; padding: 2px;">Receiving Agency Signature</div> <div style="border: 1px solid black; padding: 2px;">Date Received</div>
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